



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES**

Policy No.: DOC 1.1.4	Subject: DEPARTMENT AND BOARD OF PARDONS AND PAROLE COORDINATION
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 1: General Administration	Revision Date:
Signature: /s/ Bill Slaughter, Director	Effective Date: December 21, 2004

I. POLICY:

The Department of Corrections recognizes that the Board of Pardons and Parole is organizationally separate from the Department but attached for administrative purposes. The Board hires its own personnel and exercises its quasi-judicial and policy making function independently of the Department. The Department and Board ensure that funding and inmate populations are independent of parole decisions and do not compromise public safety. The Department further recognizes that because the two agencies have interdependent roles, it is necessary to have strong informal and formal communication and coordination strategies to promote efficiency and effectiveness.

II. IMPLEMENTATION:

This policy will be implemented on the effective date.

III. AUTHORITY:

Mont. Code Ann. § 2-15-112, -121, -124, -2302

Mont. Code Ann. § 46-23-215, -202, -203, -1002, -1021

Performance Audit, Legislative Audit Division (November 2000, November 2003);

Performance Audit Follow Up (November 2003)

IV. DEFINITIONS:

None

V. PROCEDURAL GUIDELINES:

A. The Department will:

1. Assist development and periodic review of a comprehensive resource manual to guide interdependent activities.
2. Identify management information and automation options for ongoing agency operations.
3. Coordinate the collection and sharing of management information.
4. Develop formal processes for coordinating interagency activities.
5. Promulgate rules and policy that do not conflict with Board authority.
6. Make eligible, in-state prisoners available for a hearing before the Board.

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7. Provide reasonable access to any prisoner over whom the Board has jurisdiction and furnish the Board with relevant reports regarding a prisoner's suitability for parole.
8. Supervise all persons placed on parole in accordance with the conditions and orders imposed by the Board.
9. Allocate office space for Board staff.
10. Assist the BOPP in training, budgeting, record keeping, reporting and related administrative and clerical functions.
11. Provide a separate general fund appropriation and not divert that appropriation to Department operations.
12. Provide a qualified attorney to act as a legal advisor and representative to the Board.
13. Disseminate any required notices, rules or orders adopted, amended, or repealed by the Board.
14. Provide an opportunity for the BOPP to respond and participate in the review process of any mutually dependent policy or orders adopted, repealed, or amended by the DOC.
15. Incorporate the Board Chair or designee on the Department Advisory Council.

B. Department Meetings

The Director's office will notify the Executive Director of the Board of the dates, times, and places of all Department meetings that pertain to interdependent roles and functions of the Department and the Board, including, but not limited to: management team, legislative, advisory committee, and community corrections management meetings.

C. Quarterly Meetings

The Department will meet at least quarterly with Board staff and Board members, including auxiliary Board members and representatives from centralized services (fiscal, information technology, and legal units), community corrections, contract placement bureau, and facility programming and treatment. The Director and Wardens of the Montana State Women's Prison and Montana State Prison or their designees will attend at least twice a year. The Director's office, in coordination with the Board Executive Director, will publish agendas and record and publish minutes of the meetings. The DOC Director and Board Chair must be present simultaneously for at least two meetings per year.

VI. CLOSING:

Questions concerning this policy should be directed to the Department Director.